

ROUTING AND TRANSMITTAL SLIP		Date
		15 OCT 87
TO: (Name, office symbol, room number, building, Agency/Post)		Initials
1. DIRECTOR OF LOGISTICS		
2.		
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5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

#1 - FOR ACTION AS APPROPRIATE.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM	Room No.—Bldg.
EXA/DDA	Phone No.

5041-102

★ U.S.GPO:1986-0-491-247/20047

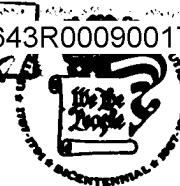
OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA  
FPMR (41 CFR) 101-11.206

DDA SHOULD FILE COPY



General Services Administration

National Capital Region  
Washington, DC 20407

OCT 5 1987

Dear Mr. Donnelly:

Over the past year, the Delegation of Operational Authority program in the National Capital Region (NCR) has transferred over 28 million square feet of space (including the Pentagon) to various agencies. This makes it necessary to revise the structure in the Buildings Management Program to balance workloads in our field offices.

The NCR Buildings Management Division (BMD) is now beginning to realign our field activities with the objectives of keeping services closer to the customer. The plan recognizes the impact of delegations, balances workloads, and provides for a manageable, geographically based field office alignment.

We consider it essential that our customers are informed of these changes and that any concerns be addressed. I have asked that the responsible officials within BMD visit with each agency affected by this realignment to discuss our plan and its implementation schedule. The meeting should be fairly brief and will involve a short presentation on the overall field office plan, as well as provide for a question and answer session.

Please advise your responsible facilities management personnel that the scheduling of each presentation can occur on request during October and November. Please coordinate the scheduling of the presentation directly with Mr. Jack E. Babcock, Director, Buildings Management Division, on 472-1841.

Sincerely,

Lewis M. Pearson  
Assistant Regional Administrator  
for Real Property and Operations

Mr. Wm. F. Donnelly  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505